

RE: Notice of Withholding for Spanish Fork, UT

Dear Mr. Gonzalez:

This letter concerns the operational changes for the Spanish Fork, UT Post Office. In order to minimize the impact due to planned excessing we are authorizing the withholding of one (1) residual vacancy at the same or lower level in surrounding installations within a 50-mile radius of the Spanish Fork, UT Post Office. As information, the affected Maintenance position is:

One (1) PTR Laborer Custodial, PS-4, Occ. Code 350203XX

If you have any questions, please contact Scott Sutton or Anita Works, Labor Relations Specialists, Western Area at 303-313-5605.

Sincerely,

Anita Works for Simon Storey Manager, Human Resources Western Area

cc: Manager Labor Relations, Western Area Manager Maintenance, Western Area Area Complement Coordinator, Western Area District Manager, Salt Lake City Manager Operations Support, Salt Lake City Manager Human Resources, Salt Lake City Manager Labor Relations, Salt Lake City Regional Director NPMHU, Denver NALC National Business Agent, Region 2

Attachments: Workhour Impact Report, Radius Map, Seniority Roster, Supporting Documentation

aw:50792

Impacted Bid Cluster

SPANISH FORK POST OFFICE

Installation Address

165 E 900 N., Spanish Fork, UT 84660

Area Name

WESTERN

Impact Type

Reduction Other Than by Attrition

Date of Impact

05/14/2016

Period (Dates) of Review Performed

12/27/2014 thru 01/08/2016

Report Prepared By

Desiree Ferris

Report Prepared Date

01/08/2016

Reviewed By

Darrell Stoke

Phone

(801) 974-2947

# Craft = MAINTENANCE

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	61	35	-26	-104	-1352	-1	1820
			Over	Time Impact			
	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	0	0%	0	0		0	0%

### Casuals a. Current Number of MAINTENANCE Casuals on Rolls 0 b. Current Total Non-OverTime MAINTENANCE Casuals Hours per Month 0 c. Planned Reduction in Total Non-OverTime MAINTENANCE Casuals Hours per Month d. Number of MAINTENANCE Casuals that will have Reduced Hours 0 e. Number of MAINTENANCE Casuals that will be Terminated 0 f. Number of MAINTENANCE Casuals Remaining After Impact g. Provide Narrative Justifying need for Remaining MAINTENANCE Casuals N/A Mail Handler (MHAs) 0 a. Current Number of MAINTENANCE MHAs on Rolls b. Current Total Non-OverTime MAINTENANCE MHA Hours per Month 0 c. Planned Reduction in Total Non-OverTime MAINTENANCE MHA Hours per Ω Month d. Number of MAINTENANCE MHAs that will have Reduced Hours 0 e. Number of MAINTENANCE MHAs that will be Terminated f. Number of MAINTENANCE MHAs Remaining After Impact 0 g. Provide Narrative Justifying need for Remaining MAINTENANCE MHAs N/A Part Time Flexible (PTFs) 0 a. Current Number of MAINTENANCE PTFs on Rolls 0 b. Current Total Non-OverTime MAINTENANCE PTFs Hours per Month c. Planned Reduction in Total Non-OverTime MAINTENANCE PTFs Hours per 0 Month d. Number of MAINTENANCE PTFs that will have Reduced Hours 0 e. Will there be any MAINTENANCE PTFs Excessed from Craft or Installation NO Û If Yes how Many MAINTENANCE PTFs f. Provide Narrative Explaining need for Excessing N/A City Carrier Assistant (CCAs) 0 a. Current Number of MAINTENANCE CCAs on Rolls b. Current Total Non-OverTime MAINTENANCE CCA Hours per Month 0 c. Planned Reduction in Total Non-OverTime MAINTENANCE CCA Hours per

Month

0

d. Number of MAINTENANCE CCAs that will have Reduced Hours	0
e. Number of MAINTENANCE CCAs that will be Terminated	0
f. Number of MAINTENANCE CCAs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE CCAs	
N/A	
Postal Support Employees (PSE)	
a. Current Number of MAINTENANCE PSE on Rolls	0
b. Current Total Non-OverTime MAINTENANCE PSE Hours per Month	O
c. Planned Reduction in Total Non-OverTime MAINTENANCE PSE Hours per Month	0
d. Number of MAINTENANCE PSE that will have Reduced Hours	C
e. Number of MAINTENANCE PSE that will be Terminated	C
f. Number of MAINTENANCE PSE Remaining After Impact	C
g. Provide Narrative Justifying need for Remaining MAINTENANCE PSE	
N/A	

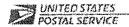
Part Time Regular (PTRs)	
a. Current Number of MAINTENANCE PTRs on Rolls	1
b. Planned Number of MAINTENANCE PTR Positions after Impact	C
c. Estimated Number of MAINTENANCE PTR Attrition	C
d, Will there be any MAINTENANCE PTRs Excessed from Craft or Installation	YES
MAINTENANCE PTRs	1
e. Provide Narrative Explaining need for Excessing	
Only 1 FTR Laborer Custodial is earned; need to excess 1 PTR Laborer Custodial to match earned complement.	
Full Time Regular (FTRs)	
a. Current Number of MAINTENANCE FTRs on Rolls	1
b. Planned Number of MAINTENANCE FTR Positions After Impact	1
c. Estimated Number of MAINTENANCE FTR Attrition	C
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	NO
If Yes how Many MAINTENANCE FTRs	O
e. Provide Narrative Explaining need for Excessing	
N/A	

# WorkHour Impact Report-MAINTENANCE

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-104
b. Planned Reduction in Total OT Hours per Month	0
c. Planned Reduction in Casual Non-OT Hours per Month	O
d. Planned Reduction in MHA Non-OT Hours per Month	C
e. Planned Reduction in PTF Non-OT Hours per Month	C
f. Planned Reduction in CCA Non-OT Hours per Month	C
g. Planned Reduction in PSE Non-OT Hours per Month	(
h. Total Planned Non-OT Hours per Month	140
i. Total FTE Savings	-1

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August 28, 2015

MEMORANDUM FOR:

District Manager

Salt Lake City District

AND:

Senior Plant Manager Salt Lake City District

SUBJECT: Function 3B (MS-47) Validation – Spanish Fork, UT Post Office Zip Code 84660 - Finance Number 49-8228

The Salt Lake City District has requested a validation of the (MS-47) maintenance workload of the Spanish Fork Post Office. This submittal will not increase the authorized maintenance complement of this office. Custodial staffing documents (PS-4852s) were submitted and reviewed by District maintenance personnel and discussed with Local and/or Area personnel. All submitted documentation was analyzed using the requirements of MS-47 and other appropriate criteria. If complement adjustments are needed, requests must be submitted using the procedures for Function 3B complement adjustments. Additional results of our analysis are as follow.

With appropriate approvals/concurrence the maximum authorized maintenance complement of this office is as follows:

Position Title	Level	Maximum Authorized Staffing
Laborer/Custodial FTR	PS-04	1
Total Maintenance Complement		1

Based on the documentation submitted, and/or on file at the Western Area Maintenance Operations Office, and the present authorized maintenance complement, the finalized and validated workload for this office supports the following Function 3B MS-47 work hours:

Validated Function 3B work hours from documentation submitted.

Section 5 - MS - 47/ PS - 4852 Custodial (LDC -	2012.00 hrs.
38)	
Total Function 3B supported	2012.00 hrs.

1745 Stout Street, Suite 500 Denyer, CO 80299-1000 The limit for Function 3B work hours is that provided in support documentation submitted and validated. In no case will the work hours exceed those supported by maintenance criteria documentation.

If there are any questions concerning these recommendations or this request please contact Andy Graves at (303) 313-5990.

Andy Graves

Manager, Maintenance/A

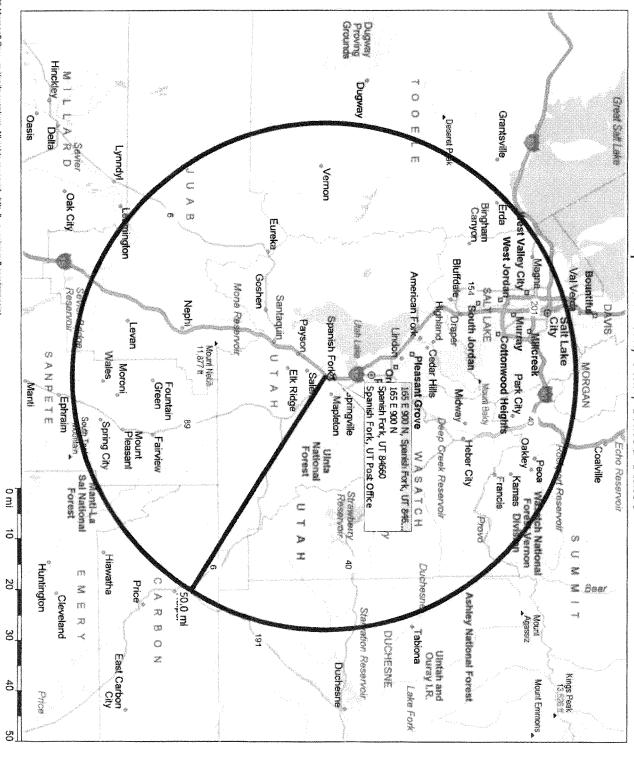
Approved by Erica A. Brix Manager, Operations Support

### Attachments

cc: Manager, Human Resources, Salt Lake City District Manager, Maintenance (Lead), Salt Lake City District Western Area Maintenance Operations

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